Approved For Release 2005/11/20/10 TQ RDR 70-00211R000Z00120012-7

TYPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND DOCUMENTS EXEMPTED FROM THE CLANDESTINE SERVICES ADMINISTRATIVE REPORTS MANAGEMENT PROGRAM

- 1. Reports of administrative or management audit, survey, or investigation.
- 2. Comments or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
- 3. Agency budget requirements:
 - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
- 4. The following administrative documents:

Affidavits
Agreements
Announcements
Applications or requests
Authorizations
Bids
Bills
Bills of lading
Certifications
Claims
Contracts and initial
allied papers
Guarantees

Identification
Leases
Liens
Caths of office
Payrolls
Permits
Performance bonds
Receipts
Receiving-and-inspection forms
Requisitions
Shipping orders
Specifications

This exemption covers only the actual administrative documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

- 5. Operational reports.
- 6. Intelligence reports.

, Approved For Release 2005/11/21 : CIA-RDP70-00211R000700120012-7

REQUEST FOR APPROVAL OF NEW OR REVISED REPORTING REQUIREMENT					QUEST
TO:					
THROUGH:					
1. PERSON TO CONTACT NAME		ROOM NO.	BUILDING		PHONE
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3. TYPE OF 4. IF REVISED, STATE NATURE OF REVISION REPORTING					
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				DEFINITE MPORARY (Inc	dicate period)
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8. CITE OTHER CURRENT DIRECTIVES, AUTHORITIES OR INSTRUCTI	ONS AFF	ECTING THE R	EPORT		
9. REPORT FORMAT (Form no., memo, machine tabulation, etc.) 10. REPORTING F monthly, as	REQUENC situat	y (Daily, we ions occur,	etc.) OF	TE REPORT IS	S DDE IN TOOK
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TYPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND

DOCUMENTS EXEMPTED FROM THE

ADMINISTRATIVE REPORTS MANAGEMENT PROGRAM

- 1. Reports of administrative or management audit, survey, or investigation.
- 2. Comments or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
- 3. Organization budget requirements:
 - a. The annual estimate or request for funds required by law.

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 - b. Reports upon apportionment and allocation of appropriated funds.
- 4. The following administrative documents:

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Certifications
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Contracts and initial
allied papers
Guarantees

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Leases
Liens
Oaths of office
Payrolls
Permits
Performance bonds
Receipts
Receiving-and-inspection forms
Requisitions
Shipping orders
Specifications

This exemption covers only the actual administrative documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

- 5. Operational reports.
- 6. Intelligence reports.

ENCLOSURE 1

Approved For-Release 2005/11/21 : CIA-RDP70-00211R000700120012-7

REQUEST FOR APPROVAL OF NEW OR REVISED RE	PORTING REQUIR	EMENT	DATE OF RE	
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8. CITE OTHER CURRENT DIRECTIVES, AUTHORITIES OR INSTRUCT	TIONS AFFECTING THE	REPORT		· · · · · · · · · · · · · · · · · · ·
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